

Records & Tabulation

Revisions to the Guide to Local Operations

This document describes the major changes in the general Guide to Operations document for Top 10 Recorders, beginning in 2011. Only significant revisions are included, usually those relating to changes in rules, policies, and duties. Major changes prior to 2011 are also included.

Revisions for 2025

- World Aquatics changed the 60-day world record application deadline to 30 days from the date of the swim. The 30-day limit is for the governing body to review and submit the record.
- Rule 201.3.5 addressing change of club membership continues to allow for a change at annual renewal but no longer requires a 60-day period of non-membership (e.g. enter as unattached) from a club before transfer during the membership year. A swimmer is now allowed up to three (3) additional changes per year. Club transfers are monitored by the USMS National Office and the Top Ten Recorder should be notified if this rule has not been followed.

Revisions for 2024

- SCM submissions are now due Jan. 20 of the following year.
- The time of the leadoff swimmer on a relay is now considered an official time even if one or more of the remaining team members are disqualified.

Revisions for 2023

- FINA (Federation Internationale de Natation in French: International Federation of Swimming in English) has changed its name to World Aquatics (AQUA).
- The SCY and LCM season will automatically be extended if Nationals are held after May 31 or September 30, respectively. Submissions will be due by the 30th of that month unless the championship meet was held in the last two weeks of the month. In that case, submissions are by the 15th of the month following the championship meet.

Revisions for 2022

- The 2021 SCY Nationals were held after the official SCY Top Ten deadline (July 21-25) and included as part of the 2022 SCY season along with the 2022 Spring Nationals
- The 2021 LCM Top Ten season was extended to Oct. 10 to include the 2021 LCM Nationals held Oct. 7-10.

Revisions for 2021

- Clarifies that a swimmer cannot change their club status including unaffiliated once they have begun competition in that meet. In addition, the meet host has the ability to move a swimmer to unaffiliated if their club affiliation from their entry does not match the USMS database.
- Clarifies that any automatic splits must be stated in the meet announcement. If automatic splits will take place, then they must be awarded to all who legally complete that event and must be included separately in the results.
- Clarifies that all swimmers will use the technical rules of USA for combined USA and USMS meets except for administrative regulations governing events, eligibility, protests of applicable rules and meet results.

- Virtual meets may be held as competitions at multiple venues within a 10-day period with the same order of events and all results merged.

Revisions for 2020

- Clarifies that the meet director must have a procedure to make sure the relay card has full names and ages and any changes in names or order must be declared prior to the start of the relay heat.

Revisions for 2019

- In the event of both primary automatic and secondary semi-automatic malfunctions, USMS records may be established with a manual tertiary system with a minimum of two valid watch times.
- Clarifies when 2 watches are allowed for splits when auto and semi-automatic timing systems fail; however, 1 watch will suffice for valid USMS Top 10 times if both of the semi-automatic backup buttons fail.

Revisions for 2018

- Codifies the event limit for dual-sanctioned meets such that swimmers cannot circumvent the limit by simultaneously representing both USA and USMS.
- Clarifies that USMS records and World records cannot be achieved using manual or semi-automatic timing as the primary timing system.
- USMS records shall not be established when the times are reported by a manual backup system when the primary system fails.
- Recording of intermediate splits is a mandatory requirement for hosts of national championship meets.

Revisions for 2017

- The event limit has changed from 5 individual per day to 6 per day and this limit does not apply when considering postponed events. However, nonconforming events ARE included in the daily event limit.
- Clarifies that additional timers could be assigned to record the initial distances for World records or USMS Top 10 times when the primary timing system is automatic or semi-automatic. Officials may be aware that swimmers capable of setting world records or USMS Top 10 times may not touch the pad with enough pressure to register an accurate time, so backup watch timers could be assigned to protect against failures of the primary timing system.
- Place judges may be used to determine order of finish if the timing system fails; however, if two judges, then order is independently made and a tie given if there is no agreement.
- Timing system adjustments to backup times for individual lane malfunctions have been eliminated. In the event of a lane malfunction, the official time is calculated using a valid time reported by the secondary (or tertiary) timing system and integrated with the accurate primary times in determining the results.
- Time trials are permitted only in USMS-sanctioned short course yard meets other than national championship meets. Time trials are not permitted in USMS national championship meets, short course meters or long course meters meets. If time trials are offered, the meet announcement must state the events being offered and the format for the time trials.
- Clarifies acceptance of time trials from USMS-recognized meets.
- Allows for the use of automatic splits without a written request with approval of the Meet Referee. Auto splits will be assumed for USMS-National Championships going forward.
- Clarifies the elimination of a written application for USMS records from both USMS Championships and FINA World Championships.
- USMS records and Top 10 times may be established with a 3, 2, or 1 valid semi-automatic backup time in the event of an automatic timing system (touchpad) failure. USMS records may be established with 2 valid watch times in the event of both automatic primary and semi-automatic backup system failure. USMS Top 10 times may be established with one valid watch time in the event of both automatic primary and semi-automatic backup system failure. USMS records may be established with 2 valid watches if the semi-automatic primary timing system fails. USMS Top 10 times may be established with one valid watch if the semi-automatic primary timing system fails.

Revisions for 2016

(None)

Revisions for 2015

- Clarifies that the name on the meet entry must match the swimmer's name as it appears on the USMS registration card.
- Clarifies that bulkhead confirmations are required for both dual-sanctioned events as well as USMS records set at USA-Sanctioned events.

Revisions for 2014

(None)

Revisions for 2013

- Appendix A was modified to highlight rule changes in bulkhead measurements at USA--S and international meets. Initially pool length certification is still required, but rules regarding confirmation of bulkhead placement confirmation have changed. At international meets sanctioned by a FINA member federation, the measurement standards of FINA shall determine eligibility of swims for consideration for USMS Records and Top 10. At USA--S meets, as long as the pool is on the USMS list of certified pools, the measurement standards of USA--S shall be used to determine eligibility of times for Top 10 consideration. USMS measurement standards apply for record applications and for Top 10 eligibility of swimmer performed at dual--sanctioned meets.
- A recommendation was added that Top 10 Recorders review subtractive splits when uploading meet results to the Event Results Database.
- Top 10 Recorders are now expected to send pool certification measurements to the National Records Administrator for all pools whether or not a record was broken at the facility.
- The Records and Tabulation Committee assumes oversight for ensuring that the following Recognized meets are uploaded into the Event Results Database and that eligible times are submitted for Top 10 consideration: FINA World Championships, Pan American Masters Championships, Canadian Masters Nationals, World Masters Games, and Y Masters Nationals. If a Top 10 Recorder has an LMSC member who participates in one of these meets s/he should notify the Chair of the Records and Tabulation Committee but does not necessarily need to secure results to upload or submit for Top 10 consideration unless directed to do so by the Chair.
- After uploading the results of a meet, Top 10 Recorders should use the "relay check" tool to determine eligibility of the relay for Top 10 consideration.
- Informational: added reference to the new web tools to generate records that are current at a user--specified date and clarified the policy of issuing certificates for record--breaking swims.

Minor: clarified that one--event swimmers are allowed to participate in more than one swimming event in a particular Sanctioned meet.

Revisions for 2012

The Guide to Operations was completely reorganized for 2012. Many sections were added or extensively rewritten, and some sections were removed. Some of the major changes:

- Greater emphasis on uploading meet results to the Event Results Database (ERDB). This reflects the changing nature of the position of Top 10 Recorder as the End--to--End--Event--Management (E2EEM) system approaches complete implementation.
- Greater emphasis on using the ERDB web--based tools for generation of seasonal Top 10 reports.
- Generally, less emphasis on process (deferring to online tutorials/instructions) and more on rules,

policies and expected duties.

- The following forms were removed: Record Application, Pool Length Certification, Split Notification, Official Relay Cards. These forms are already provided in the GTO section of the USMS website; the URLs of these forms are provided in the general GTO document.
- For Top 10 reports, only the Walt Reid format is described in detail (and this is moved to the Appendix). A link is provided for the SDIF format, which is also acceptable. No other file formats are mentioned or described.

Revisions for 2011

There were some important rule changes approved at the 2010 USMS Convention that impacts submissions for Top 10 and Record Applications. These changes have resulted in updates to the Guide to Operations General Top 10/Records Information document (http://www.usms.org/admin/lmschb/gto_rectab_general.pdf).

- Split times may now be recorded with a minimum of two watches or buttons for Top 10 purposes; previously automatic timing was required for splits. The split notification form (http://www.usms.org/admin/lmschb/gto_rectab_split_request.pdf) has been updated with this information. As before, however, a minimum of 3 watches is required for new USMS/World Records.
- There is now a deadline for applications for USMS Records: 90 days after the end of the appropriate season, which is May 31 for SCY, Sept 30 for LCM and Dec 31 for SCM. The record application form (http://www.usms.org/admin/lmschb/gto_rectab_record_application.pdf) has been updated accordingly. FINA World Records still have a deadline of 60 days after the day of the swim.
- For pools with movable bulkheads, it is now *required* that the bulkhead placement be confirmed by measuring the pool length before the start of the meet; previously this had only been recommended. Since some bulkheads can move over the course of a multi-day meet, it is still recommended that you confirm bulkhead placement prior to each session of the meet. The pool length measurement form (http://www.usms.org/admin/lmschb/gto_rectab_general.pdf) has been updated with this information.

Revisions for 2008

- Relay leadoff split times at recognized events that conform to 103.13 and 105.2.2A will be recognized for events listed in 102.5 (USMS membership is not required for the other members of the relay team).

Revisions for 2005

- Eighteen-year olds may now compete in USMS sanctioned events. Age groups have been adjusted accordingly – the 19-24 individual age group is now the 18-24 age group, the 19+ short course yards relay age group is now 18+; and the 76-99 short course and long course meters relay groups are now 72-99.

Revisions for 2004

- Times achieved at events sanctioned by a FINA member federation shall be considered for USMS National Records and Top Ten times without formal application for recognition.

Revisions for 2003

- Pool Length Certification: Results from events conducted in pools that do not meet the minimum pool length requirement will not be accepted for record applications or Top Ten submissions. Events being

held in noncompliant pools may still be sanctioned, but the results will not count for records or Top Ten. The meet information for such events must clearly state that the facility is noncompliant, and results will not count for records or Top Ten (articles 105.1.5, 107.1.3).

- The USMS Pool Length Certification Form (Appendix B) must accompany record or Top Ten submissions or be on file with USMS or USA Swimming. Pools need only be certified once unless structural changes have occurred since the original certification. (article 105.1.6)
- For certification, all lanes of the pool must be measured using a steel tape or other acceptable measuring device (a fiberglass tape is not acceptable). Distance should be reported in feet, inches, and fractions of an inch or in meters and centimeters. A statement as to the conditions under which the pool was measured must be included. If a moveable bulkhead is used, the measurement of the two outside lanes and a middle lane must be confirmed after each session. (article 105.1.7).

Revisions for 2002

- After a record is verified, the chair of the USMS Records and Tabulation Committee shall promptly publish the new record on the USMS Website.
- Eighteen year-olds are now eligible to apply for membership, but cannot compete until they are 19 years old.

Revisions for 2001

- Times to be considered for record and Top Ten times must be made on or before May 31 for short course yard times, September 30 for long course meter times, and December 31 for short course meter times.
- These times shall be forwarded to the Records and Tabulation Committee Chair by June 30, October 20 and January 26, respectively.

Revisions for 1999

- Times to be considered for records or Top Ten must be submitted by June 30 for SCY and January 26 for SCM. Times for LCM remains October 20.
- Age will be determined for SCM and LCM by ages as of December 31. Age for SCY is still the last day of the meet.

Revisions for 1997

- The end of the long course meters season has been extended from September 15 to September 30. Times submitted for records and Top Ten consideration must still be submitted to the Records and Tabulation chairman by October 20.
- Relay lead off swims cannot be counted for records or Top Ten, if the second relay swimmer starts in the water.

Revisions for 1996

- World Record application must be received within 60 days of the date of the swim.

Revisions for 1995

- An official time may now be achieved in a relay lead-off split, provided the swimmers complete the event without being disqualified, and provided automatic timing is used.

- For World Records only, pool length certification is required to be on file with the USMS Records and Tabulation Committee chair.

Revisions for 1994

- World Record applications on swims (LCM & SCM) performed after September 1, 1994, have 60 days for submission to the USMS Records/Tabulation Chairman. Additional age groups have been added: 90-94, 95-99, 100-104....
- Relay age groups (LCM & SCM) now have upper limits: 100-119, 120-159, 160-199, 200-239....
- For FINA Records, age shall be determined as of December 31 of the year of competition for Meters events. USMS still used the last day of competition to determine age for both SCY and Meters meets.

Revisions for 1993

- World Record application and documentation shall be supplied to the USMS Records and Tabulation Chairman within 30 days of the date of the swim.

Revisions for 1991

- 19-24 year age group will be included in National Championship meets.
- USMS registration year is now January 1 – December 31.
- World Record applications must be submitted to the USMS Records and Tabulation Chairman within five months of the date of the swim.
- Registered USMS swimmers for each relay team with the fastest listed USMS Top Ten Time for that season shall be declared the Relay All-Americans in that event for that year.

Revisions for 1989

- Open USMS Records have been discontinued. The fastest recorded time in each event by a USMS registered swimmer will be recognized as a USMS National Record.
- Relay leadoff times will not be considered for USMS Records or Top Ten Times.
- For individual events, the 90-94 and 95+ age groups have been added. For relay events, the 85+ (SCY) and 320+ (SCM, LCM) age groups have been added.
- Foreign meets sanctioned by FINA, MSI, or Swimming Canada Natation (CASA) shall be automatically approved and do not require a USMS observer.

Revisions for 1988

- Relays at the Brisbane World 1988 Championships do not qualify for National Records due to lack of proper documentation.
- Relay leadoff times and individual split times will be considered for Top Ten times if recorded by fully automatic officiating equipment and provided such splits are brought to the attention, in writing, of the LMSC Top Ten recorder.
- Competitors can swim only once in each of the following relays per meet: 200, 400 medley; 200, 400, 800 freestyle; mixed 200, 400 medley and mixed 200, 400 and 800 freestyle.

Revisions for 1987

- 19-24 age group is added except for National championships. 19+ yard relays and 76+ meters relays

were added except for National Championships.

- Change SC yard relays back to 19+...except National Championships are 25+...
- FINA will take over keeping Masters World Records. 19-24 age group may jeopardize their amateur standing under FINA Rule GR I and their eligibility for NCAA Competition if they compete in Masters Swimming.

Revisions for 1986

- Times to be considered for Records and Top-Ten listing must be made on or before May 31 for short course yards times, September 15th for long course meter times and December 31 for short course meter times. These times shall be forwarded to the Records and Tabulation Chairman by July 15, October 20 and February 5, respectively.
- Short Course meter relays were added to Records and Top Ten.
- Both SC yard and meters relays changed to cumulative – 119 years and under, 120 years and over, 160 years and over, 200 years and over, 240 years and over, and 280 years and over.

Revisions for 1985

- Swimmers 25 and older can simultaneously hold Masters and Senior registration and compete in both.
- Individual short course meters were added to the Records and Top Ten.
- Relays are 25 and over, 35 and over, 45 and over, 55 and over, 65 and over, 75 and over.

Revisions for 1984

- Age will be determined on the last of the meet.
- Restrictions on how many relays a club can place in the Top Ten have been dropped. Three swimmers may remain the same.

Revisions for 1982

- If the national long course championships ends before August 31, times to be considered for records and Top Ten listing for long course will be extended to and include the date of August 31.
- Records established by a swimmer in the first leg of a relay race shall be acceptable as individual performances provided that all applicable forms are subject to all pertinent requirements.

Revisions for 1981

- Short Course yard National Championships will be held between April 1 and May 30. Long Course Nationals will be held between July 15 and September 15.
- Only one relay team per club will be included in each age group Top Ten event.

Revisions for 1980

- 200 Mixed Medley relay has been added.
- 80+ age group divided into 80-84 and 90+
- 75+ relay added.

Revisions for 1978

- Age Groups are 25-29, 30-34, 35-39...70-79 and 80 and older for individual events. Relays are 25 and older, 35 and older, 45 and older, 55 and older, and 65 and older.
- Two classifications for Records were approved (at the 1977 convention), an American Masters Record made by an AAU registered athlete and U.S. Open Masters Record-made by any swimmer in an AAU sanctioned meet.

Revisions for 1977

- All top ten times as well as record times shall be in the hands of the National Masters Records Chairman within 35 days from the date of the last day of the championship for that course.
- All American designation will be given to individuals who achieve the Top Ten best time in any event during short or long course season.
- Split times do not count toward Top Ten or Records.

Revisions for 1976

- 65 and older relays were added to Group 2.

Revisions for 1975

- All American recognition for placing first in 4 events in one of the National Championships or four events in the Top Ten.
- 55 and older relays were added to both Group 1 and Group 2 for SCY and LC relays.

Revisions for 1974

- Can only swim in one free, one medley and one mixed free relay per meet.

Revisions for 1973

- All times must be submitted to the National Masters chairman by September 15 of each year. Times for National records are to be sent to the National Masters Archivist within 30 days from date of accomplishment.
- Age will be determined on the first date of the meet.
- Starting in 1973 Short Course Nationals shall be held between April 15 and May 30.
- Long course meet shall be held between July 15 and September 15.
- There were two age designations, Group I was 25-34, 35-44, 45-54, 55 and older for individual events. Relays were 25 and older, 35 and older, and 45 and older. Group II was 25-29, 30-34, 35-39...70-79 and 80 and older for individual events. Relays were 25 and older, 35 and older and 45 and older. National Championships shall consist of age groupings in Group II.
- 200 mixed free was added. There was no 200 mixed medley relay.
- Swimmers can swim in any number of relays per meet.

Revisions for 1972

- Long Course Championships was added.
- First year to recognize All Americans. One must place 1st in 4 events in one of the National Championships.
- Age group for relays in the Short Course and Long Course Championships were: 25-34 and 140+ There were no mixed relays.

1971

- Became an official part of the National AAU in December 1971.
- First year the Top Ten was published (1972, Feb. Swim-Master)

1970

- The youngest age was 25 for both men and women.
- There were only three age groups in the first National Championships: 25-34, 34-44 and 45 and older for individual events for both men and women.
- There were only '25 and older' men's and '25 and older' women's relays for both 200 yard free and 200 yard medley.